



# Plattsburgh, New York

Randal J. Stone  
Assistant Chief

Plattsburgh Fire Department  
65 Cornelia Street  
Plattsburgh, NY 12901  
Tel: 518-561-5965  
Fax: 518-561-8236  
stoner@cityofplattsburgh-ny.gov

## MEMO

**TO:** Mayor Donald Kasprzak  
Members of the Common Council

**FROM:** Assistant Fire Chief, Randal Stone

**DATE:** August 29, 2013

**RE:** Fire and Ambulance Responses

For this four week period: Thursday, August 1, 2013 to Wednesday, August 28, 2013  
our Department has responded to the following:

<b>Fire Calls</b>	100
	2 building fire
	24 system activations
	51 EMS assist
	1 building/structure weakened or collapsed
	1 cooking fire
	11 MVA
	1 accident (train)
	1 police assist
	2 removal of elevator victim
	1 power line down
	3 chimney fire
	1 swimming rescue
	1 hazmat release investigation

<b>Ambulance Calls</b>	182
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<b>Mutual Aid by CVPH</b>	34
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# BUILDING INSPECTOR'S COMPLAINT REPORT: AUGUST 27, 2013

DATE	COMPLAINT	QUANTITY	DESCRIPTION	INSPECTION METHOD	CORRECTED	CORRECTION DATE
8/13/13	SOUTH PERU ST	64	GRASS AND WEEDS REMAINING AT APRON	KB	CORRECTIVE ACTION IN PROCESS	
8/16/13	DURAND ST	12	FEEDING PIGEONS	CB	SITE VISIT, REFERRED TO LT. BEEBIE, PPD REFERRAL	
8/19/13	PALMER ST	13	ROOF CONSTRUCTION	CB	CORRECTIVE ACTION IN PROCESS	
8/20/13	BRIDGE ST	5	GARABGE	CB	CORRECTIVE ACTION IN PROCESS	
8/20/13	BRIDGE ST	15	GREASE	CB	CORRECTIVE ACTION IN PROCESS	
8/20/13	CORNELLIA ST	349	VISIBILITY BLOCKED BY TALL SIGN	CB	CORRECTIVE ACTION IN PROCESS	
8/20/13	SOUTH CATHERINE ST	5040	TALL GRASS	JM	POSTED, DPW TO REMOVE	8/27/13
8/21/13	STETSON AVE., APT. # 3	8	SEWAGE TYPE ODOR	CB	CORRECTIVE ACTION IN PROCESS	
8/21/13	BROAD ST	159	NOISE, PARKING ON LAWN	CB	CORRECTIVE ACTION IN PROCESS	
8/21/13	MILLER ST	90	ILLEGAL DUMPING	JM	DPW TO REMOVE	8/26/13
8/23/14	DURAND ST	18	GARBAGE	KP	CORRECTIVE ACTION IN PROCESS	

DATE	STREET NAME	STREET #	COMPLAIN	INSR	INSPECTION REPORT	CORRECTED	CORRECTION DATE
8/26/13	MACDONOUGH ST	5	FIRE PREVENTION FOLLOW UP	JM		CORRECTIVE ACTION IN PROCESS	
8/26/13	COURT ST	108	PIDGONS LIVING IN BUILDING	CB		CORRECTIVE ACTION IN PROCESS	
8/26/13	MILLER ST	125	GARBAGE AND OLD CARS IN YARD	KP		CORRECTIVE ACTION IN PROCESS	



# Plattsburgh, New York

**Building and Zoning Department**  
41 City Hall Place  
Plattsburgh, New York 12901  
Ph: (518) 563-7707  
Fax: (518) 563-6426


August 20, 2013

Honorable Mayor Donald Kasprzak  
Members of the Common Council  
City Clerk  
41 City Hall Place  
Plattsburgh, NY 12901

Dear Mayor, Councilors and City Clerk:

Please be advised that the Zoning Board of Appeals held a Public Hearing on August 19, 2013,  
at 7:00 PM in the Common Council Chambers to hear:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
1976	HARRY KIRK 60 WATERHOUSE STREET	CLASS B VARIANCE ACCESSORY STRUCTURE EXCEEDING THE MAXIMUM ALLOWABLE HEIGHT <b>GRANTED</b>
1977	DENNIS CHENEY 151 RUGAR STREET	CLASS B VARIANCE WIDEN DRIVEWAY CREATING PARKING AREA IN FRONT YARD <b>GRANTED</b>
1978	ALONZO DAGLEY 12 LYNDE STREET	CLASS B VARIANCE NEW LANDING/STEPS AT FRONT DOOR WITH ROOF, WILL PROJECT INTO FRONT YARD SETBACK <b>GRANTED</b>
1979	NATHAN WILSON 30 BROAD STREET	SPECIAL USE PERMIT TO USE SPACE WITHIN THIS BUILDING AS SHOWROOM <b>GRANTED</b>
1980	ELIZABETH YOKUM LUIS SIERRA 7 POINT VIEW TERRACE	CLASS B VARIANCE ERECT A 6' FENCE IN THE REQUIRED FRONT YARD <b>6 FOOT HIGH FENCE DENIED</b> <b>5 FOOT HIGH FENCE GRANTED</b>

  
Joseph McMahon  
Building Inspector

JM/dj

## **Infrastructure Committee Minutes**

### **8/22/13 Meeting**

Meeting called to order at 5:04 pm  
Bill Treacy excused to attend out of town meeting.

Discussion about a City run marina with John Ducatte, Included all Councilors and Managers that are member of the Committee. Guests included Steve Peters, Rich Marks and Jim Calnon.

After 50 minutes of discussion the Committee members recommend developing a plan for a City run Marina.

**Operational Issues** (Looking for any issues that could cause a noticeable deviation from approved department budget, e.g. chemical costs rising, using more salt or salt cost change, new regulations that cause a change. These changes can be positive as well as negative)

- Engineering
- IT
- MLD
- Public Works
- Sewer – Chemical usage is back in line with budget.
- Water

**Capital Issues**, (Status of ongoing Capital Projects, Future Starts before next meeting, Close Outs, Any issue that may cause an increase or decrease in project budget)

- Engineering – Couch Street repair will have binder layer down on 8/23/13 in time for SUNY opening weekend.
- IT
- MLD
- Public Works – Mike Brodi to look into issues with McKinley Ave. during heavy rain events.
- Sewer

- Water

**Personnel Issues, (Recent employees who have retired, when you plan to backfill, any new Hires, anticipated retirements)**

- Engineering
- IT
- MLD
- Public Works –Final changes made to job description for Deputy Superintendent of Public Works
- Sewer – Developing succession planning
- Water – Developing succession planning

**Union Issues, (NOT looking for specifics on negotiations, just when both sides last met and when next meeting is scheduled, maybe your general impression on how things are going)**

- MLD – Going to fact finding
- AFSCME – Going to fact finding

**Other Issues, (This is where Managers can bring up any new business that they want to talk about that hasn't been covered already, e.g. new positions you may want next year, new Capital projects that you have thought of, etc. This is your time to talk about your ideas to improve your department)**

- Engineering
- IT – Bryan Brayton is developing a budget for a stand alone department to be presented to Council during budget sessions

The Committee members recommend putting out an RFP for a Managed Printing Contract for the City now so that department costs can be built into the 2014 budget..

- MLD
- Public Works
- Sewer

- Water



**Plattsburgh Police Department**  
45 Pine Street  
**Plattsburgh, New York**  
518-563-3411  
518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

August 15, 2013

Mayor Donald M. Kasprzak  
And Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for July 2013.

Respectfully Submitted,

Chief Desmond J. Racicot  
Plattsburgh Police Department

HLS



## PARKING VIOLATIONS BUREAU

### Monthly Report for July 2013

	<u>JULY 2013</u>	<u>JULY 2012</u>
TICKETS ISSUED:	40	82
TICKETS COLLECTED:	62	64
REVENUE FOR MONTH:	\$2,267.50	\$1,899.00

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### YEAR TO DATE TOTALS:

	<u>JULY 2013</u>	<u>JULY 2012</u>
TICKETS ISSUED:	804	1156
TICKETS COLLECTED:	734	1079
REVENUE:	\$25,942.25	\$32,222.75

COMPARISON:      Parking tickets issued for July. 2013: Down 42  
                      Parking tickets collected for July. 2013: Down 2  
                      Revenue for July. 2013: UP \$368.50  
                      Amount Dismissed: \$401.25

BREAKDOWN FOR JANUARY 2013

CITY OF PLATTSBURGH PARKING TICKET SYSTEM

7/31/2013

SUMMARY OF PARKING TICKETS - BY OFFICER

VL	-DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-
26	OVERTIME PARKING	0	1	0	0	0	15
41	DOUBLE PARK	0	0	0	0	0	15
42	NO PARKING	14	45	5	87	304.50	4,351.00
43	NO STANDING	0	1	0	0	0.00	15.75
44	SIDEWALK	0	6	0	1	0.00	305.25
46	CROSSWALK	0	3	0	0	0.00	69.00
47	ZONE/CURB	0	0	0	1	0.00	15.00
52	HIGHWAY	0	1	0	0	0.00	35.00
54	DRIVEWAY/BLOCK	0	3	0	7	0.00	318.00
55	TAXI ZONE	3	45	0	18	48.00	2,415.00
57	CROSSWALK 20'	0	1	0	0	0.00	15.00
62	FIRE HYDRANT	0	0	0	13	0.00	318.00
64	WWY2WAY	1	7	0	3	15.00	171.00
67	ANGLE	0	0	2	15	34.50	513.75
68	OVERLINE	1	1	0	3	15.00	80.25
70	OVERTIME 30 MIN	0	0	0	13	0.00	270.00
71	OVERTIME 1 HR	0	0	0	11	0.00	429.00
72	OVERTIME 2 HR	0	2	4	285	60.00	7,668.25
78	TIME LOADING	0	0	0	3	0.00	159.00
81	HANDICAP	0	0	2	31	150.00	3,051.00
86	SNOW BAN	0	68	0	55	0.00	9,573.50
87	LIM SNOW BAN	0	0	0	10	0.00	417.50
88	UNINSPECTED	0	0	0	1	0.00	50.00
89	UNREG MV	0	0	1	2	50.00	100.00
90	NO PARKING EVEN	0	0	2	6	34.50	129.00
91	NO PARKING ODD	0	0	3	9	45.75	177.75
95	20' INTERSECTION	0	0	0	1	0.00	15.00

98 12" CURB	0	0	2	9	34.50	165.00
107 SNOW 12:01-6 AM	0	0	0	26	0.00	2,059.00
Other	0	0	0	17	0.00	0.00
TOTALS:	19	184	21	628	791.75	32,916.00

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 254

TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 812

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 47.5 %

PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDS = 52.5 %

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 22.66 %

PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDS = 77.34 %



City of Plattsburgh, NY  
41 City Hall Place  
Plattsburgh, NY 12901

## ADOPT-A-SPOT PROGRAM APPLICATION

Please print your name or group name as you would like it to appear on the Adopt-A-Spot sign.  
Include website and or phone number if desired:

CLUB 12 OF PLATTSBURGH, INC.  
club12ofplattsburgh.org

PHONE: 518-335-9272 E-MAIL: WALTMOU@yahoo.com

### MAILING ADDRESS:

Street or PO Box P.O. Box 2935  
City CHAMPLAIN State N.Y. Zip 12919  
Type of Adopter ☐ Individual ☐ Family ☒ Non-profit ☐ Civic Group  
☐ Business ☐ Government ☐ Other \_\_\_\_\_

Type of Adoption ☐ Street or Avenue (Litter Control) ☒ Green Spot ☐ Trail Section

Please list specifically the area you or your group is interested in adopting. Enter the closest nearby street address or describe the intersection in detail, and describe the work you plan to do:

THE GREEN SPACE SURROUNDING THE SMALL CITY PARKING LOT SOUTH OF  
ROAD ST FROM DURKEE ST. TO THE RIVER. CLEAN AND TRIM AREA TWICE PER YEAR  
PICK UP LITTER ONCE PER MONTH

Approved by Plattsburgh City Council: ☐ Yes ☐ No – if no, state reason below

Date: \_\_\_\_\_

The section below is to be completed by City of Plattsburgh Employees:

<p>_____</p> <p>Sign Posted (Note exact location and then provide signature)</p> <p>_____</p> <p>Date / Time _____</p>
--



Durkee St

Broad St



## ADOPT-A-SPOT PROGRAM PARTICIPANT AGREEMENT

### Statement of Volunteer Activity

The City of Plattsburgh, NY, having offices at 41 City Hall Place, Plattsburgh, NY, herein after called "The City", and the Participant or organization, whose name and address is:

CLUB 12 OF PLATTSBURGH, INC.

1 DURKEE ST, SUITE 102

PLATTSBURGH, NY

herein after called "The Participant", hereby enter into this Agreement which provides that:

The Participant shall maintain ☐ Street ☒ Green Spot ☐ Trail Section  
in the City described as follows:

THE GREEN SPACE SURROUNDING THE SMALL CITY PARKING LOT  
SOUTH OF BROAD ST AND EAST OF DURKEE ST. TO THE RIVER.

The Participant acknowledges the hazardous nature of the activity and agrees to the following terms and conditions:

1. Activities permitted are of a roadside maintenance nature including, but not limited to, litter pickup, mowing, brush control and cutting, tree trimming and planting, and maintaining approved vegetation, except as modified by the City.
2. A City official shall conduct an initial safety briefing for the Participant as part of a general orientation and expectation over the area being maintained.
3. All persons associated with Participant shall wear approved safety vests provided by the City when working. Vests must be returned upon completion of work.
4. The Participant and its members understand completely that there is no provision or expectation, present or future, for the receipt of compensation from the City for their voluntary efforts.
5. The Participant should conduct its operations no less than once a month between April 15<sup>th</sup> and November 15<sup>th</sup>. Litter control should be conducted once per month, year round, as weather permits. The City may request more frequent maintenance, as needed.
6. The Participant shall call the City Public Works Office upon completion of each activity. The City's Public Works telephone number is 563-1120.
7. The Group will organize and conduct a safety briefing each day that work is done reviewing the safety checklist. Participants must sign the safety signature sheet. The designated safety person's sole responsibility must be assuring the safety of the workers and the traveling public. The City will provide a representative to present the safety briefing for the first meeting and after that a designated person for the Group will conduct such for all those participating in the field activity. The briefings should be held on-site to ensure that all participants are in attendance.
8. The Participant will be responsible to organize and supervise all activities.
9. No work of any nature will be performed on the pavement, shoulders or on lanes of the traveled way. No participants vehicles may be parked on the travel lanes. The City will provide for disposal of collected waste from locations specified in the permit.
10. Hours of work will be between the hours of 8:00 AM and 5:00 PM.

11. No alcoholic beverages shall be allowed while volunteers are working at their spots.
12. Each individual participant shall sign and date the Adopt-A-Spot General Release, which shall be kept on file at the City of Plattsburgh, Public Works Director's Office for the duration of the Agreement.
13. The City will furnish and erect an Adopt-A-Spot sign within the area, at a specific location chosen by the City. The location will be visible for passersby to see.
14. If in the sole judgment of the City it is determined that the Participant is not meeting the terms and conditions of this Agreement, the City may terminate this Agreement.
15. The group/volunteer contact shall be required to seek permission from the Public Works Department before any site modifications occur. Such site modifications may include, but are not limited to, planting of new trees, litter control, weed abatement, installing new features, painting landscape structures, placing other monuments or constructing improvements on City trails. Plantings taller than 36" that will block visibility must be approved by the City Engineer. For questions regarding the above, contact the City Public Works Department at 563-1120 or the City Engineer at 563-7730.
16. The use of chemical fertilizers, herbicides or pesticides is prohibited. Organic gardening techniques are safer for volunteers and community members and are therefore recommended.
17. The City, in its sole discretion, reserves the right to cancel the Adopt-A-Spot program at any time and for any reason. In the event the program is terminated, Participant hereby waives any claims it may have against the City based on termination of the program.

In the event of an emergency, the City may contact:

Person WALTER A. MOUSSEAU Phone 518 - 335-9272

Person Kerry Anne Mousseau Phone 514-241-0552

This Agreement shall be for a one year period commencing on:

\_\_\_\_\_, \_\_\_\_\_  
Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

CLUB 12 OF PLATTSBURGH, INC.  
Name of Participant/ Organization

  
Signature of Participant / Organization Representative

WALTER A. MOUSSEAU  
Participant/ Organization Representative (printed)

\_\_\_\_\_  
Specific Named Participant's Supervisor

\_\_\_\_\_  
City of Plattsburgh Representative Signature

\_\_\_\_\_  
City of Plattsburgh Representative (printed)

**ADOPT-A-SPOT PROGRAM  
INFORMED CONSENT, WAIVER AND RELEASE  
FOR VOLUNTEERS IN PLATTSBURGH**

1. I, the undersigned, desire to participate in the Plattsburgh Adopt-A-Spot Program (the "Program"). In consideration of acceptance, approval and participation in the Program, I hereby enter into this Informed Consent, Waiver and Release Agreement with Plattsburgh (hereinafter the "City").
2. I recognize that the Program will involve physical labor and carries a risk of personal injury and/or physical and emotional discomfort. I hereby acknowledge that I am free from any known health problems that could prevent me from participating in any of the activities associated with the Program. I further acknowledge and represent that I am sufficiently physically fit to participate in the activities of the Program.
3. I recognize that there are natural and man-made hazards, environmental conditions, diseases and other risks which, in combination with my actions, may cause injury to me. I hereby agree to assume all risks which may be associated with or may result from my participation in the Program, including, but not limited to, transportation to and from volunteer sites.
4. I recognize that if I am accepted for the Program, I will be considered a volunteer of the City of Plattsburgh and not an employee. I hereby agree to accept supervision as directed by the City and to perform my volunteer services to the best of my ability and in a professional manner. In the event of an injury, I hereby expressly consent to any emergency medical aid, anesthesia, and/or operation, if in the opinion of the attending physician; such treatment is reasonable and necessary.
5. I hereby waive and release any and all claims I have or may have in the future against the City, its officers, agents, employees, assigns, and sureties, for any liability, damage, claim, injury, loss, expense, attorney fees, or harm of any kind whatsoever arising out of my participation in the Program.
6. I HEREBY ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND UNDERSTAND THE CONTENTS OF THIS AGREEMENT AND THAT I SIGN THE SAME OF MY OWN FREE WILL. I FURTHER ACKNOWLEDGE THAT THIS AGREEMENT SHALL BE BINDING UPON ME HEIRS, REPRESENTATIVES AND ASSIGNS.

Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

City Official: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Participants who are under 18 years of age must also have their parent/guardian's permission to enter into this agreement, and shall be duly noted at the bottom of this page if applicable.**

\_\_\_\_\_  
Signature of Parent/Guardian (If applicable)



**NOTE: Participants who are under 18 years of age must also have their parent/guardian's permission to enter into this agreement, and shall be duly noted at the bottom of this page if applicable.**

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Signature of Parent/Guardian (If applicable)

Participant / Organization Representative must check the box below and initial:

I have participated in the safety orientation and am ready to lead myself or my group safely in Adopt-A-Spot operations ☐ Initial here \_\_\_\_\_

**ADOPT-A-SPOT  
Individual Volunteer  
General Release**

**EACH PERSON IN THE GROUP  
MUST SIGN ONE OF THESE FORMS**

I, \_\_\_\_\_, volunteer in the City of Plattsburgh's Adopt-A-Spot Program, for good and valuable consideration given by the City of Plattsburgh, NY, receipt of which is hereby acknowledged, agree to release and hold the City of Plattsburgh, its officers, agents, and employees, harmless and free from liability for any personal injury or spot damage arising out of or in any way attributable to the City, its officers, agents and employees.

IN WITNESS WHEREOF, I have executed this release on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.  
Month                      Year

By: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**NOTE: Participants who are under 18 years of age must also have their parent/guardian's permission to enter into this agreement, and shall be duly noted at the bottom of this page if applicable.**

\_\_\_\_\_  
Signature of Parent/Guardian (If applicable)

**CITY OF PLATTSBURGH  
PUBLIC WORKS DEPARTMENT  
ADOPT-A-SPOT PROGRAM**

**Individual Indemnity Statement**

**EACH PERSON IN THE GROUP  
MUST SIGN ONE OF THESE FORMS**

You are hereby recognized as a volunteer of the City of Plattsburgh, duly organized under the laws of the State of New York. Your tenure as a volunteer will continue until your resignation, your termination by the City of Plattsburgh, or as provided in this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Participants who are under 18 years of age must also have their parent/guardian's permission to enter into this agreement, and shall be duly noted at the bottom of this page if applicable.**

\_\_\_\_\_  
Signature of Parent/Guardian (If applicable)

8/29/13

**Carlin, Beth**

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**From:** Jim Calnon <jcalnon@westelcom.com>  
**Sent:** Thursday, August 15, 2013 12:23 PM  
**To:** George Rabideau; Kasprzak, Donald M.; Council Archive; Mark Tiffer; Tim Carpenter; Chris Case; Chris Jackson  
**Cc:** Carlin, Beth; Peter Ensel  
**Subject:** Fwd: Rotary Bed Race Raindate

Got this request today. I am asking that it be put on the August 29th agenda.

Thanks,  
jim

Jim Calnon  
Plattsburgh City Councilor  
518 593-3278  
[jcalnon@westelcom.com](mailto:jcalnon@westelcom.com)

Begin forwarded message:

**From:** Peter Ensel <[enselpj@plattsburgh.edu](mailto:enselpj@plattsburgh.edu)>  
**Subject:** Rotary Bed Race Raindate  
**Date:** August 15, 2013 11:50:16 AM EDT  
**To:** Jim Calnon <[jcalnon@westelcom.com](mailto:jcalnon@westelcom.com)>

Council Members:

As your may recall, last year the Rotary Bed Race (which is part of the Battle of Plattsburgh festivities) needed to be postponed and rescheduled because of inclement weather. This year, we're hoping for clear skies and warm temperatures, but nevertheless, are making plans in case a similar instance occurs.

Therefore, as a representative of the Plattsburgh Rotary Board, I am asking you to please approve Sunday, September 22, 2013 as a rain date for the Rotary Bed Race. The race would be held on City Hall Place at 1:00 pm and would be concluded by 3:00 pm. This would require traffic be blocked on City Hall Place from Cornelia St. to Bridge St., as well as, lower Court St. and Trinity Place. Rotary members will be at the site from early in the morning through the conclusion of the race setting up cones and redirecting traffic.

This event is one of our largest fund raisers with numerous corporate sponsors. It is important to the vitality of the club (and the numerous organizations, causes, and events we support) for this event to be held.

Please feel free to contact me with any questions or concerns you may have.

Respectfully,  
Peter Ensel  
Member, Plattsburgh Rotary Club Board  
Sent from my iPad



# Plattsburgh, New York

Richard A. Marks  
City Chamberlain

Department of Finance  
6 Miller Street  
Plattsburgh, NY 12901  
518-563-7704 TEL  
518-563-1714 FAX

TO: Mayor Kasprzak and Member of the Common Council

FROM: Richard Marks, City Chamberlain

*RAM/cg*

DATE: August 22, 2013

RE: Budget Amendment-Police Special Item Donations

The following budget amendment is requested for the 2013 General Fund Budget:

- Increase Estimated Revenue:

Gifts and Donations-Police Department Special Items 0000-1127-2702 \$8,503.91

- Increase Appropriations:

Dog Control Officer-Contacted Services 1-3510-000-4430 \$8,503.91

This amendment will increase estimated revenue by the amount of donation revenue received for the recent animal (puppy) rescue and subsequent veterinary care and provide appropriations for the unbudgeted cost of that care. This amendment will have no effect on the General Fund Balance.

Thank you for your attention to this request.

RAM:cg



MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)

# Plattsburgh, New York

William J. Treacy, P.E.  
Manager

6 Miller Street  
Plattsburgh, New York 12901  
518-563-2200  
Fax: 518-563-6690

August 26, 2013

To: Mayor Donald M. Kasprzak

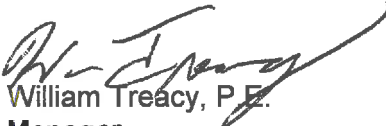
Subject: Utility Wood Poles– Bid No. 2013-8-1  
Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department has reviewed and evaluated the three bids received on August 19, 2013 for the above subject contract (See attachment 1).

We recommend award to **Cox Industries, Chelmsford, MA** in the total amount of **\$18,078.00**. Cox Industries is the lowest responsive and responsible bidder based on unit prices.

If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,



William Treacy, P.E.  
Manager

Enclosure: (1)

CC: City Clerk  
MLD Finance Director Kelly Clookey  
Councilor Jackson, PMLD Liaison  
Bid 2013-8-1 File

## CITY OF PLATTSBURGH

BID TITLE:

P42D Womaha Utility poles 2013-2017  
 BID OPENING DATE: August 19, 2013  
 11:00 AM

BID OPENING DATE:

[illegible]



# Plattsburgh, New York

Richard A. Marks  
City Chamberlain

Department of Finance  
6 Miller Street  
Plattsburgh, NY 12901  
518-563-7704 TEL  
518-563-1714 FAX

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held August 29th, 2013, the following resolution was adopted:

By Councilor ; Seconded by Councilor

**WHEREAS**, the following resolution was adopted on August 29th, 2013, and

**WHEREAS**, the Capital Expenditure Plan adopted January 12th, 2012, includes a Recreation Complex Facilities category, and

**WHEREAS**, the Engineering and Planning Department established a 2012 Rec Complex Facilities project that was included in the Capital Expenditure Plan adopted January 12th, 2012, and

**WHEREAS**, the cost of the 2012 Rec Complex Facilities project has been estimated by the Engineering and Planning Department to include the project items, and is again being revised, as follows:

	2012 Capital Plan	2012 Estimated Cost	2013 Revised Cost	2013 Revised Cost
Crete Brothers Gym Boiler/HVAC	\$ 80,000	\$ 80,000	\$ 150,000	\$ 204,000
New entrance sign / site 'hardscape'	50,000	50,000	50,000	50,000
Old bathhouse conversion analysis/ site prep	100,000	100,000	100,000	15,000
ADA access improvements/beach amenities	90,000	90,000	90,000	90,000
Beach pavilion roof replacement	-	-	20,000	20,000
Total	<u>\$ 320,000</u>	<u>\$ 320,000</u>	<u>\$ 410,000</u>	<u>\$ 379,000</u>
Project Funding:				
General Fund Advance	<u>\$ 320,000</u>	<u>\$ 320,000</u>	<u>\$ 410,000</u>	<u>\$ 379,000</u>
Total	<u>\$ 320,000</u>	<u>\$ 320,000</u>	<u>\$ 410,000</u>	<u>\$ 379,000</u>

Now therefore,



**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 29th day of August 2013, as follows:

- 1) That, the amount of Three Hundred Seventy-nine Thousand and 00/100 (\$379,000.00) Dollars is hereby appropriated to the **2012 Rec Complex Facilities (Project H7220.40)** for the cost of the Capital Project as revised again above and is hereby authorized to be expended for such purpose.
- 2) That, Three Hundred Seventy-nine Thousand and 00/100 (\$379,000.00) Dollars of such appropriation be provided by advances from the General Fund in order to pay for the project work not covered by outside funding sources until such time as a borrowing resolution be adopted by the Common Council authorizing the issuance of debt to pay for the project advances.
- 3) That, this resolution takes effect immediately.

On Roll Call,

**CERTIFIED A TRUE COPY**

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**CITY CLERK**



# Plattsburgh, New York

Kevin R. Farrington, P.E.  
City Engineer

Engineering & Planning Dept.  
41 City Hall Place  
Plattsburgh, New York 12901  
518-563-7730  
Fax: 518-563-3645

August 27, 2013

Mayor Kasprzak and Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

**SUBJECT: City Gym Heating Plant Replacement Project**

Gentlemen:

We received and opened bids on Tuesday, August 27, 2013 for Contract 2013-18 City Gym heating Plant Replacement Project. A bid tabulation is attached for reference.

AES has reviewed the bids and find that they conform to the specifications. Therefore, I recommend that the contract be awarded to the low bidder Brockway Mechanical for a total cost of \$166,673.

The bid price exceeds the amount budgeted, therefore additional funding will be required to complete the work. A summary of projects costs and budget is also attached.

Very truly yours,



Kevin R. Farrington, P.E.  
City Engineer

Attach. (2)

CC: Richard Marks, City Chamberlain  
Steve Peters, Recreation Director  
Nathan Bull, AES

## Kevin Farrington

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**From:** Nathan Bull [nathanbull@aesnortheast.com]  
**Sent:** Tuesday, August 27, 2013 11:14 AM  
**To:** Kevin Farrington  
**Cc:** Peters, Steve; Brad Park; nephewd@cityofplattsburgh-ny.gov; Jenna Breyette  
**Subject:** City Gym Heating Plant Replacement Bids  
**Attachments:** City Gym Estimate Summary.docx

Kevin/Steve,

We received (2) bids for the project:

1. Brockway Mechanical: \$166,673
2. LH Laplante: \$184,500

Unfortunate that we only received (2). However I think there were only (3) planholders. The bid is approximately \$20K above our estimate. Please see the attached summary for a breakdown. It looks like you will be approximately \$53K above your \$150K budget. This includes all asbestos work.

I have requested a breakdown from Brockway.

I did not get copies of the bid docs, do you want to review all of the information in Brockways bid packet to make sure all is included? A contingency allowance of \$6,500 should have been included on the bid form.

I wish we could have received more bids, it may have resulted in more aggressive numbers. We will know more after Brockway provides a breakdown to compare to our estimate. But we recommend proceeding as long as you have the funds available.



***Nathan C. Bull, P.E.***

Associate Member

**AES NORTHEAST**

10-12 City Hall Place

Plattsburgh, NY 12901

p (518) 561-1598 | f (518) 561-1990 | Cell (518) 593-0744

[nathanbull@aesnortheast.com](mailto:nathanbull@aesnortheast.com) [www.aesnortheast.com](http://www.aesnortheast.com)

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## City Gym Heating Plant Replacement Project

<b>Project Total (low bidder)</b>	<b>\$166,673</b>
<b>Project Soft Costs (including reimbursables)</b>	<b>\$33,219</b>
<b>Asbestos Abatement</b>	<b>\$3,445</b>
<b>Project Grand Total (including soft costs)</b>	<b>\$203,337</b>
<b>Project Budget</b>	<b>\$150,000</b>
<b>Difference</b>	<b>-\$53,337</b>

### Soft Cost Breakdown

Design	\$15,097.00
Construction/Bidding	\$6,428.00
Asbestos Survey/Additional Survey Variance	\$6,193.83
Abatement Design	NR
Project Air Monitoring (estimated)	\$5,000.00
Reimbursables	\$500.00
	<b>\$33,218.83</b>